



ADDENDUM #1
REQUEST FOR PROPOSALS
No. 2012-028

Effective: April 25, 2012

Project: Classification and Compensation Study

Issued By: Wes Rhodes, Procurement Officer
31 South Summit Avenue
Gaithersburg, Maryland 20877

The following are the City's answers to questions submitted by Offerors for the above referenced solicitation:

Q: Has the City invited the firm who conducted the study in 2006 to participate in this RFP?

A: No

Q: What challenges has the City faced with its current classification and compensation system?

A: Reorganization of some departments and significant changes in operations and staffing have affected the type, scope, and level of work being performed, so requests for review of positions have increased.

Conformity with up-to-date ADA language.

Appropriate differentials between classification series and levels within a classification series.

Ensuring that classification process is consistent and justifiable.

Q: Will desk audits be required in order to update job descriptions for each unique position?

A: Interviews may be conducted individually or in groups based upon the classification.

Q: Kindly confirm that all job descriptions will need to be formally updated as part of this study. If not, how many job descriptions will need to be rewritten?

A: All full-time job descriptions will need to be formally updated as part of the study.

Q: When was the last FLSA review conducted? How many positions do you believe will need to be examined as part of the FLSA examination under this study?

A: 2006; all full-time positions should be examined.

Q: Were public sector organizations examined during the 2006 study? If so, how many organizations were targeted and how many organizations actually submitted information as part of the market salary survey? Was a custom survey utilized to collect data from peer organizations or were public records requested?

A: Yes; 9 local agencies were targeted; 6 agencies responded. A custom survey was utilized for collecting data.

Q: Does the City have a documented Compensation Philosophy that can serve as the baseline for conducting the compensation study?

A: The City's Personnel Rules & Regulations Manual states: "The purpose of the Compensation Plan is to attract, retain, and motivate a highly qualified and competent work force to provide the quality of service the citizens expect and deserve. The City shall seek to be competitive within the labor market, subject to the availability of funds. This will be accomplished through comparative wage surveys of applicable external markets. Internal equity is maintained through a program of reviewing each job class within the City and making compensation and adjustments to applicable positions when needed. In addition, the City's performance evaluation system is monitored to ensure fair and equitable treatment of employees advancing through the salary range or salary steps of their respective positions."

Q: What is the City's expectation regarding the frequency of on-site meetings? Will preference be given to consultants with offices regionally situated to Gaithersburg?

A: As stated in the Scope of Work, on-site orientation and briefing sessions and other meetings as needed throughout the process. Location of the offeror is not listed in the factors for award criteria.

Q: Has a budget been established for consulting services under this RFP? If so, is the City willing to share this figure with respondents?

A: Funds have been budgeted for this project; the City is not sharing this information with respondents.

Q: What is the anticipated start date for this project? What is the City's targeted completion date?

A: As stated on page 7 of the RFP, it is expected the work will commence as soon as possible after May 21, 2012, and be completed within four months of the date the contract is awarded.